

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p>Section 1.4.6</p> <p style="text-align: center;">Declaration Re: Electronic Filing</p>

IV. **File Declaration Re: Electronic Filing (required with ALL new cases).**

Registered users must file Local Form 11, "Declaration Under Penalty of Perjury to Accompany Petitions, Schedules and Statements Filed Electronically" ("Declaration") when the conditions listed in bold italics below are applicable.

*Note: This declaration must be filed with each electronically filed initial petition or amended petition and must contain the imaged signature of the debtor. This declaration must also be filed with an initial schedule, **SFA**, Statement of Social Security Number, or Statement of Current Monthly Income (**OBF 22**) not filed with the initial petition or any amended schedules, **SFA**, Statement of Social Security Number, and/or Statement of Current Monthly Income (**OBF 22**) unless these documents contain an imaged signature of the debtor(s).*

Check all documents that apply to this declaration

- | | |
|--|--|
| <input type="checkbox"/> Voluntary petition signed by me on _____ | <input type="checkbox"/> Amended voluntary petition signed by me on _____ |
| <input type="checkbox"/> Schedules signed by me on _____ | <input type="checkbox"/> Amended schedules signed by me on _____ |
| <input type="checkbox"/> Statement of Financial Affairs signed by me on _____ | <input type="checkbox"/> Amended Statement of Financial Affairs signed by me on _____ |
| <input type="checkbox"/> Statement of Social Security Number(s) signed by me on _____ | <input type="checkbox"/> Amended Statement of Social Security Number(s) signed by me on _____ |
| <input type="checkbox"/> Statement of Current Monthly Income (OBF 22) signed by me on _____ | <input type="checkbox"/> Amended Statement of Current Monthly Income (OBF 22) signed by me on _____ |

During this event, the system will require the e-filer to link this document to previously filed entries that are checked within the form (see above screenshot).

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Attorney-Filed Documents**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Click **Next**.

STEP 4 The **File an Attorney Filed Document** screen will display. Select **Declaration Re: Electronic Filing**. Use the text box to type the name of the event OR use the drop down list to locate and highlight the event. A selected event will be confirmed on the right side of the screen. Click **Next**.

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STEP 5 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

CRITICAL ISSUE: An imaged signature of the debtor (and joint debtor, if applicable) MUST appear on this form.

- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 5.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments. Click **Next**.

CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.

STEP 6 A docket report will appear requiring the filer to link the declaration to it's corresponding event. Click a check box only for the item(s) identified within the scanned form (a sample of this form is on page 1 of this procedure).

STEP 7 Click **Next** at the following screen.

STEP 8 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

STEP 9 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.